



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Program Manager/Family Health Services [Classified Competitive]			Salary &32 \$92,367.90 - \$132,015.51
Posting Number 512-21	Position Number 908933	Number of Positions 1	Posting Period * From: 09/30/2021 To: 10/14/2021
Location: Family Health Services WIC Program 55 North Willow Street, 4th Fl., Trenton, NJ 08625-0364			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the supervision of the Executive Director of WIC Services, Division of Family Health Services, is responsible for the management of the Food Delivery Systems (FDS) Unit. The FDS unit comprises of over 20 employees who cover several functional areas of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) in New Jersey. A key responsibility of the FDS Unit is to ensure the delivery of supplemental foods through a retail system of over 900 vendors across the state of New Jersey. Provision of services includes vendor management; vendor training; monitoring /section; authorization compliance and high-risk identification; fair hearing and sanctioning; SNAP/Food Stamp program coordination; local WIC agency program auditing, evaluation and technical assistance; food instrument issuance; inventory and tracking systems; and banking system. Oversee grants for the WIC Farmers' Market Nutrition Program, the Seniors Farmers' Market Nutrition Program and the Commodity Supplemental Food Program (CSFP).</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Five (5) years of experience in a statewide or regional public health program in program development and/or implementation of health services for mothers, children, or families; examples of responsibilities include but are not limited to budget/grants management and administration, goal setting, service delivery, educational outreach, program evaluation, and provision of consultant services, two (2) years of which shall have been in a supervisory capacity.</p> <p>NOTE: A Masters degree in Public Health, Nursing, Nutrition, Health Care Administration, Health Education, Marriage and Family Therapy, Health Planning, Public Administration, Epidemiology, Physical or Occupational Therapy, Audiology or Speech Pathology, Social Work, or other discipline appropriate to position responsibilities and required experience may be substituted for one (1) year of nonsupervisory experience.</p> <p>NOTE: A Doctoral degree in any of the above or related fields may be substituted for two (2) years of nonsupervisory experience.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> Forward the required documents electronically to: PSTFHS@doh.nj.gov Mail the required documents to: Catherine Terrero, Senior Clerk Typist, Bilingual Family Health Services Reference Posting #512-21 New Jersey Department of Health PO Box 364 Trenton, NJ 08625-0364 <p>Required documents:</p> <ul style="list-style-type: none"> cover letter resume completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*